



America's Partner For Equal Justice

## **POSITION ANNOUNCEMENT EXTERNAL POSTING**

<b>POSITION:</b>	Auditor (One or more positions)	<b>POSTING NO:</b> <u>#1183</u>
<b>LOCATION:</b>	Office of Inspector General Legal Services Corporation 3333 K Street, NW, 3 <sup>rd</sup> Floor Washington, D.C. 20007	<b>DATE POSTED:</b> <u>03/01/07</u> <b>DATE CLOSED:</b> <u>Open Until Filled</u>

**CLASSIFICATION:** Band 2/Professional

**BASIC FUNCTION:** The Office of the Inspector General (OIG) of the Legal Services Corporation (LSC) is seeking auditors to conduct performance, compliance, and financial audits on internal LSC operations and LSC grant recipient operations. The auditor will report to the Assistant Inspector General for Audit. Travel is required.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

The incumbent independently, or as a member of a team, participates in planning and executing audits and other OIG activities. Specifically,

Conducts audits, in accordance with generally accepted government auditing standards and office guidelines.

Ensures audit documentation and written reports include all applicable elements of findings.

Provides briefings to staff and senior management on the results of the audits.

Demonstrates effective working relations with the OIG team members and LSC and grant recipient employees.

Performs other related duties as assigned.

The individual(s) selected for this position may also serve as an auditor in charge depending on the nature of the assignment and the experience of the individual.

**COMPETENCIES REQUIRED:***General:*

Knowledge of accounting and auditing principles, concepts, and practices. Ability to gather and analyze data and the ability to use computer software to manipulate and analyze information. Strong report writing and oral communications skills are required.

*Technical/Specialized:*

A bachelor's degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

**SALARY AND BENEFITS:**

Salary range \$45,450 to \$71,000 depending on experience and education. This salary range includes locality pay, plus an excellent benefits package.

**APPLICATION PROCEDURE**

Submit a detailed chronological resume, with cover letter, including salary history to:

Legal Services Corporation  
Office of Human Resources, (#1183)  
3333 K Street, NW, 3rd Floor  
Washington, DC 20007  
Fax (202)337-6383  
[www.LSC.gov](http://www.LSC.gov)  
[Jobs@lsc.gov](mailto:Jobs@lsc.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

If reasonable accommodation in the application process is needed, notify Human Resources at 202-295-1571.